



# Town of Groton - Public Works

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Public Works  
Administration  
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## Meeting Minutes

### Permanent School Building Committee

**Chairman Rick DeMatto, Vice-Chairman W. Gordon Lange, Robert J. Austin-LaFrance, Richard Monteiro, Robert Morrison, David Russell, and John Webster.**

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Thursday, May 18, 2006

7:00 PM

Town Hall Annex - Community Room 1

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#### 1. ROLL CALL

Members Present: Chairman Rick DeMatto, Robert J. Austin-LaFrance, Gordon Lange, Richard Monteiro, David Russell and John Webster  
Members Absent: Robert Morrison

*Staff: Rick Norris, Project Manager - School Construction, Wes Greenleaf, Director of School Buildings and Grounds and Colleen Quattromani, Recorder.*

*Also present: Catherine Kolnaski, Town Councilor.*

*The meeting was called to order at 7:03 pm.*

*Vice-Chairman Lange arrived at 7:15 pm.*

#### 2. RECEIPT OF CITIZEN'S PETITIONS, COMMENTS AND CONCERNS

*None.*

#### 3. APPROVAL OF MINUTES

##### a) May 4, 2006

*A motion was made by Mr. Monteiro and seconded by Mr. Webster to accept the minutes of May 4th as written. The motion passed unanimously.*

#### 4. COMMUNICATIONS AND REPORTS (other than Subcommittee reports)

##### (a) PSBC Members

*None.*

##### (b) Department of Public Works staff

*Mr. Norris spoke about the informational meeting on the Northeast Academy Elementary School and some of the comments from residents in attendance. He reminded the group that the Fitch High School informational meeting is May 24th and the Catherine Kolnaski meeting is on May 31st. Mr. Norris has been working with Gilbane Building Company on refining the Fitch High School estimate. Mr. Norris and JCJ Architecture will meet with the State Traffic Commission to discuss the Fitch High School project on May 25th.*

##### (c) Board of Education staff

*Mr. Greenleaf reported on the Board of Education meeting on May 8th. Mr. Smolley, Principal, JCJ Architecture was present to speak with the BOE on the school plans and scheduling as it affects the school schedule.*

*Mr. Greenleaf told the PSBC that he filed a request for an extension for the State grant for the Catherine Kolnaski Elementary School which has a June 30th deadline. Mr. Greenleaf told the State that delays to the project had resulted from the sharp increases in materials costs during the planning phase of the school building project.*

##### (d) JCJ Architecture

Mr. Smolley told the PSBC that the BSF approval process for the elementary schools was moving along well with the Northeast Academy set for sign off and the Catherine Kolnaski ready with the exception of the National Diversification Database. The project has the Construction Activity permit from the DEP and JCJ also has the Road Encroachment permit for the Catherine Kolnaski Elementary School. Once the projects are out to bid JCJ will start fixtures, furniture and equipment (FF&E) planning. JCJ is working with the Planning Department to address their technical comments and then file the approved site plans for the elementary schools.

In updates on the High School project, Mr. Smolley said that the State Traffic Commission is the last hurdle in the BSF approval process. At the STC meeting on May 25th, Mr. Norris and JCJ will ask for a memo from STC to BSF stating that comments have been addressed to allow a BSF approval date of June 21st or sooner. JCJ is also working with the Planning Department on filing the plans for the High School.

The ICC comments are being addressed and JCJ hopes to have Mr. Quinn, Building Official and Chief Richards, Fire Marshall sign off on the reviews next week.

**(e) Gilbane Building Company**

Mr. Manning, Project Executive, Gilbane Building Company provided an update on Fitch High School. The Fitch construction schedule has not changed since the PSBC meeting of May 4th and will remain the same until a BSF approval date is clear. Once BSF approval is granted the site work schedule will be fully reviewed to see how it may need to be revised.

A number of Fitch High School bid packages are ready. Gilbane will compile bid packages for the temporary parking (Merritt) now that budget issues for that project have been resolved. Gilbane has a meeting with Mr. Beatrice, JCJ and JCJ's civil engineers, May 22nd to get guidance on modifications to be made for the north parking lot so that lot will be ready for at least temporary use in mid August.

Drafts of the cost reports have been forwarded to Mr. Norris for the Town's Finance office to review. A list of all the bid packages must be compiled so that target values may be tracked when the bids are opened.

Reviewing some other items, Mr. Manning said that Gilbane has an Indoor Air Quality Plan for Fitch and will have an air sample taken before students break for the summer to provide a baseline to use during construction when school resumes in the fall. Also the Third Party Envelope Review for Fitch High School has begun.

Turning to the topic of the project cost estimate Mr. Manning reviewed a list of cost cutting suggestions compiled at the May 10th estimate reconciliation meeting with JCJ Architecture. The cost savings came from three areas, owner costs, items discussed at the May 10th meeting and a list of Value Engineering Alternatives. A discussion followed on the items targeted for savings. The PSBC was told that Dr. Mitchell is pleased that the educational specifications are not being effected by the cost reductions. Chairman DeMatto countered that he felt changes to the speech amplification systems will have a significant impact on many students.

Mr. Scalora, reviewed the elementary school projects with the Committee. Gilbane's elementary school team will be mobilized to the Northeast Academy trailer for the bid period in the next few days. Gilbane has submitted a final estimate to demonstrate budget compliance strategy for the elementary school projects as requested by the Department of Public Works. With the inclusion of the bid alternatives and a reduction in the owner contingency, Northeast Academy is in balance. The Kolnaski estimate remains the same as submitted March 1, 2006. Sitework costs may increase with the schedule compression but maybe offset by the use of the bid alternates. In an update of the project schedule, Mr. Scalora expressed concern for the completion date of the

*Catherine Kolanski Elementary school given that a start date for construction is not yet established. Gilbane and JCJ will be coordinating the document transfer for the elementary schools so the bid packages can be completed and put out.*

**5. UNFINISHED BUSINESS**

*None.*

**6. NEW BUSINESS**

*None.*

**7. OTHER BUSINESS**

*None.*

**8. ADJOURNMENT**

*The meeting adjourned at 9:10 pm.*